



**CITY OF SANTA BARBARA  
AIRPORT COMMISSION  
August 21, 2019  
MINUTES**

**CALL TO ORDER**

The meeting on Wednesday, August 21, 2019 was called to order at 6:00 p.m. in the Airport Administration Conference Room – 601 Firestone Road, Santa Barbara.

**ROLL CALL**

**Airport Commissioners:** Present: Craig Arcuri, Karen Kahn, Dennis Houghton, Paul Bowen, Jim Wilson, Carl Hopkins, Carole Goodman (6 :10pm arrival).

**Staff:**  
Henry Thompson, Airport Director  
Deanna Zachrisson, Business Development Manager  
Jeffrey McKee, Airport Facilities Manager  
Aaron Keller, Airport Operations Manager  
Tava Ostrenger, Assistant City Attorney

**CHANGES TO THE AGENDA**

Airport Commission requests Airport Staff to return in September or October with a report on the feasibility of implementation of airport controlled transient parking on the ramp space west of 15R.

**ACTION:** Motion / Second by Commissioners Hopkins / Kahn to approve agenda request. Unanimous voice vote.

**NOTICES**

1. That on Friday, August 16, 2019, at 5:00 pm, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

**PUBLIC COMMENT**

2. **Request to Speak:** Helen Larson, Steve Siry, Sandy Cummings, Elvira Avina, German Murgieto, Henry Sarria, Barbara Mintzer, Jodi de Mancos, Natalie Holter, John Blankenship, Warren Butler, Jill Thach, Michael Cook, James Fenkner, Francisco Chacon, Steve Siry.

## **LIAISON REPORTS**

City of Santa Barbara Liaison Councilmember Jason Dominguez  
City of Goleta Liaison Councilmember James Kyriaco

**ACTION:** Report presented by Liaison Jason Dominguez.

## **DIRECTOR'S REPORT**

- Business and Development
- Certification and Operations
- Facilities and Maintenance

**ACTION:** Presented

**Request to Speak:** Neil Malone.

## **CONSENT CALENDAR**

### **3. Subject: Minutes**

Recommendation: That Airport Commission waive the reading and approve the minutes of the Commission Meeting of Wednesday, June 26, 2019.

### **4. Subject: Property Management Report – July 2019**

Recommendation: That Airport Commission receive the monthly Airport Property Management Report.

**ACTION:** Motion / Second by Commissioners Wilson / Kahn to approve the Consent Calendar recommendations. Unanimous voice vote.

## **ADMINISTRATIVE REPORTS**

### **5. Subject: Non-Discrimination Harassment Policy**

Recommendation: That Airport Commission receive a presentation by Sarah Gorman, City Clerk Services Manager.

**ACTION:** Presented.

### **6. Subject: Airport Commission Role and Responsibility**

Recommendation: That Airport Commission receive a presentation addressing the role of the Airport Commission in making recommendations to the City Council pursuant to

City Charter Sections 800-805, and 812; Municipal Code Section 2.08.020.A; Chapter 18.44; Ordinance Nos. 3992, 3904, 3860, and 3726; Resolution Nos. 95-158, and 87-001.

**ACTION:** Presented.

**Request to Speak:** Neil Malone.

**7. Subject: 2018 Integrated Pest Management Annual Report**

Recommendation: That Airport Commission accept the Santa Barbara Integrated Pest Management Strategy, 2018 Annual Report, prepared February 2019.

**ACTION:** Motion / Second by Commissioners Bowen / Houghton to approve the recommendation. Unanimous voice vote.

**8. Subject: Lease Agreement – Dean’s**

Recommendation: That Commission approve and authorize the Airport Director to execute a five-year Lease Agreement with Dean’s, a sole proprietorship, for 2,200 square feet of Building 1, Unit 1B and 800 square feet of adjacent patio, at 6100 Hollister Road, Santa Barbara, effective September 1, 2019, for a monthly rental of \$4,290 plus common area maintenance fees, utilities, and garbage collection.

**ACTION:** Motion / Second by Commissioners Wilson / Hopkins to approve the recommendation. Unanimous voice vote.

**9. Subject: Lease Agreement – Big Sale Group, Inc.**

Recommendation: That Commission approve and authorize the Airport Director to execute a two (2) year Lease Agreement plus three (3), one (1) year options to extend, at the mutual agreement of all parties, with Big Sale Group, Inc., a California Corporation, for approximately 2,300 square feet of combined office/warehouse space in Building 4, Suite B, at 6100 Hollister Road, at the Santa Barbara Airport, commencing September 1, 2019, for a monthly rental of \$3,795, exclusive of utilities and CAM charges. The automatic options are predicated on Lessee’s compliance with all lease terms.

**ACTION:** Motion / Second by Commissioners Houghton / Kahn to approve the recommendation. Unanimous voice vote.

**10. Subject: FBO Redevelopment Project Update**

Recommendation: That Commission receive a presentation about staff and consultant progress on the FBO Redevelopment Project, including staff deliberations concerning the draft site development plan, review of underlying project assumptions, and an illustrated timeline of the Request for Proposals and FBO selection process that will precede the design and construction phases of the redevelopment.

**ACTION:** Presented.

**Request to Speak:** Bill Borgsmiller, Shawn Sullivan, J Ritterbeck.

**ADJOURNMENT** – 8:55 p.m. on order of Chair, Craig Arcuri



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Maureen Graham  
Commission Secretary